



# Private Garage & Storage Structure Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

**NOTE:** For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

## PRIVATE GARAGE & STORAGE STRUCTURE APPLICATIONS REQUIRING LAND USE PERMIT

- \_\_\_\_\_ **A.** Completed, signed and notarized **MASTER PERMIT APPLICATION** – select Administrative Conditional Use (ACU) or Conditional Use (CU) under Permits Requested from the County (Item #11)

Note: An ACU is reviewed administratively; a CU requires a public hearing before the County Hearing Examiner

Copies required: ACU – Original + 4 copies  
CU – Original + 24 copies

- \_\_\_\_\_ **B.** **SITE PLAN** drawn to a standard engineer's scale (See attached to the application packet, *Residential Site Plan Checklist* and examples on how to prepare a site plan).

Copies required: ACU – 5 sets  
CU - 25 sets (5 full size min 18x24, 20 reduced to 11x17)

**Site Plan** shall include all of the following (also see supplemental URDS Site Plan:

- \_\_\_\_\_ 1. Site boundary and property dimensions;
- \_\_\_\_\_ 2. Dimensions and locations of all structures which will be maintained, removed or proposed;
  - (i) show the cumulative square footage of existing and proposed garages and storage structures **on lots less than 10 acres** in size having no established residential use. Only one non-accessory private garage and one storage structure shall be allowed on lots less than 10 acres. **On lots 10 acres or larger**, having no established residential use, a conditional use permit is required when all storage structures and private garages reach a cumulative square footage of 6,000 square feet (building footprint).
  - (ii) show the cumulative square footage of all detached accessory and non-accessory private garages and storage **structures on any lot less than 5 acres except** in the LDMR, MR, T, NB, GC, PCB, CB, FS, BP, IP, LI, HI, RB, RFS, CRC and RI zones. In all other zones the cumulative square footage shall not exceed 6,000 square feet (building footprint).

- \_\_\_\_ 3. Location of existing and proposed utilities, such as water, sewer, electricity, gas, septic tanks and drain fields;
- \_\_\_\_ 4. Location (or notation) of nearest fire hydrant if the subject property is served, or will be served, by a water purveyor (not required for Shoreline Permits);
- \_\_\_\_ 5. Existing and proposed ditches, streams and drainage courses;
- \_\_\_\_ 6. Include the locations of all critical areas including;
- a) Wetlands and fish & wildlife habitat conservation areas within 300 feet of the site, including required buffers (30.62A.130 SCC).
  - b) Geologically hazardous areas on or within 200 feet of the site (30.62B.130 SCC).
  - c) Location, size and type of all aquifer recharge areas on the subject property (30.62C.130 SCC).
  - d) Identify the location of existing NGPA or NGPA/E.
  - e) Identify the location of all proposed CAPA, their buffers and setbacks.
- \_\_\_\_ 7. Location of public and private rights-of-way;
- \_\_\_\_ 8. Source, composition, and approximate volume of fill materials. Show Fill total on Site Plan.
- \_\_\_\_ 9. Composition and approximate volume of any extracted materials and proposed disposal areas. Show Cut total on Site Plan.
- \_\_\_\_ 10. Show special setbacks and adjacent open space tracts if applicable pursuant to SCC 30.23.110(20). Detached accessory or non-accessory storage structures and private garages with building footprints over 2,400 square feet must be at least 15 feet from any external property line, provided that parcels abutting open space tracts shall have a five-foot setback from the open space. Storage structures and private garages over 4,000 square feet in size must be setback at least 20 feet from any external property line, provided that parcels abutting open space tracts shall have a five-foot setback from the open space.
- \_\_\_\_ 11. Show how artificial lighting will be hooded or shaded so that direct lighting will not result in glare when viewed from surrounding property and rights-of-way
- \_\_\_\_ 12. Show building separation distance between multiple private garages or storage structures pursuant to subtitle 30.5 SCC
- \_\_\_\_ 13. Depict screening or landscaping from adjacent properties pursuant to SCC 30.25 – SEE SUPPLEMENTAL LANDSCAPE PLAN CHECKLIST FOR REQUIREMENTS.
- \_\_\_\_ 14. For properties zoned Waterfront Beach (WFB), R-7200, R-8400, R-9600 and R-12,500 zones and for Rural Cluster subdivisions:

(i) Document the use of building materials compatible and consistent with existing on-site residential development exterior finishes.

(ii) Are you proposing a garage or storage structure to extend beyond the building front of the existing single family dwelling? ☐ Yes ☐ No

\_\_\_\_ If YES, show screening, landscaping, or other measures to ensure compatibility with adjacent properties on the site plan. SEE SUPPLEMENTAL LANDSCAPE PLAN CHECKLIST FOR REQUIREMENTS.

(iii) When a detached non-accessory private garage or storage structure is proposed, the location of existing dwellings on adjacent properties located within 10 feet of the subject site property lines shall be shown on the site plan. Where the adjacent dwellings are located within 10 feet of the subject property line, no portion of a detached non-accessory private garage or storage structure shall extend beyond the building front of existing single family dwellings on adjacent lots.

## **PROVIDE THE FOLLOWING ADDITIONAL INFORMATION APPLICABLE TO YOUR PROPOSAL**

For garages or storage structures proposed for development in existing neighborhoods with a well-defined character, describe or show in photographs how the proposed structure will be compatible with or complement the highest quality features, architectural character and siting pattern of neighboring buildings. Where there is no discernable pattern, the buildings shall complement the neighborhood pursuant to SCC 30.22.130(59)(c)(i)

- \_\_\_\_\_ 1. Two sets of building elevation drawings – north, south, east, and west – drawn to architectural scale of the proposed on-site detached garage or storage structure AND the existing home. Elevation drawings must show how the exterior materials, roof form, and proportions of the proposed garage or storage structure are compatible with the neighborhood. (Examples of Residential Building Elevation Drawings are available online at [www.snoco.org/departments/pds](http://www.snoco.org/departments/pds) or visit PDS Customer Support Center)
- \_\_\_\_\_ 2. Submit 2 sets of 4 photographs (views of the north, south, east and west elevations) of the existing residence. Label each photo accordingly.
- \_\_\_\_\_ C. **For projects vested prior to September 30, 2010: TARGETED DRAINAGE PLAN (5 sets)** in accordance with Section 30.63A.150 SCC shall be submitted, OR an applicant may voluntarily submit a **Full Drainage Plan** in accordance with Section 30.63A.155 SCC. (Required for Conditional Use Permit (CU) Applications). **NOTE: 5,000 square feet or more of impervious surfaces will trigger a Full Drainage Plan review prior to issuance of a building permit.**
- \_\_\_\_\_ C. **For projects vested on or after, September 30, 2010:** Projects that result in or add 2,000 - 4,999 square feet or greater of new, replaced or new plus replaced impervious surface area or cause land disturbing activity of 7,000 square feet or greater generally trigger a targeted stormwater site plan pursuant to Chapter 30.63A SCC Drainage (See stormwater site plan thresholds SCC 30.63A.300 and 30.63A.310)
- ☐ Submit a Drainage Review Submittal Checklist / Form and the required components of a stormwater site plan and stormwater pollution prevention plan (SWPPP), when applicable (See the checklists for stormwater site plans and SWPPPs). Please check applicable boxes:
- |                              |                             |  |
|------------------------------|-----------------------------|--|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Exempt from Chapter 30.63A SCC per SCC 30.63A.200                              |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Targeted stormwater site plan (MRs 1-5: Chapter 30.63A SCC)                    |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Full stormwater plan (MRs 1-9: Chapter 30.63A SCC)                             |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Erosion & Sediment Control: MR 2: Stormwater Pollution Prevention Plan (SWPPP) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Small Project SWPPP (SCC 30.63A.810)   |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Full Construction SWPPP (SCC 30.63A.810)                                       |

### **\_\_\_\_\_ D. VICINITY MAP**

A vicinity map, preferably located in the upper right-hand corner of the site plan, clearly identifying the location of the property at a scale of not less than one inch to two thousand feet (1" = 2,000') and including municipal boundaries, township and section lines, major roads, railroad and transmission rights-of-way, rivers, streams and lakes and indication of the scale used. For rezone

or shoreline applications, identify the general nature of land uses contiguous to the development site in all directions (e.g., residential to the south, commercial to the north, etc.).

\_\_\_\_\_ **E. Supporting documents and required fees**

- \_\_\_\_\_ 1. If SEPA is required, a SEPA checklist and applicable fee

Copy Requirement: ACU – Original + 2 copies ; CU – Original + 19 copies

- \_\_\_\_\_ 2. **1 copy** of the legal description in a format which complies with State recording requirements. Recording form attached with application.

- \_\_\_\_\_ 3. Completed Public Notice Payment Agreement Form for Notice Requirements. The form is attached to application packet. (SCC 30.70.045)

- \_\_\_\_\_ 4. Any additional materials to ascertain compliance with applicable provisions of the county code, or as required by an underlying comprehensive plan. **(5 copies)**

- \_\_\_\_\_ 5. Are any critical areas being disturbed? ☐ Yes ☐ No If yes:

- a) A critical area study for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).
- b) A geotechnical report for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140).
- c) A hydrogeologic report for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140).

- \_\_\_\_\_ 6. Fees: See SCC 30.86 Fees for all applicable administrative conditional use or conditional use applications, SEPA (if any), drainage review and landscaping fees.